# DBG Specimen Card Imaging Protocol
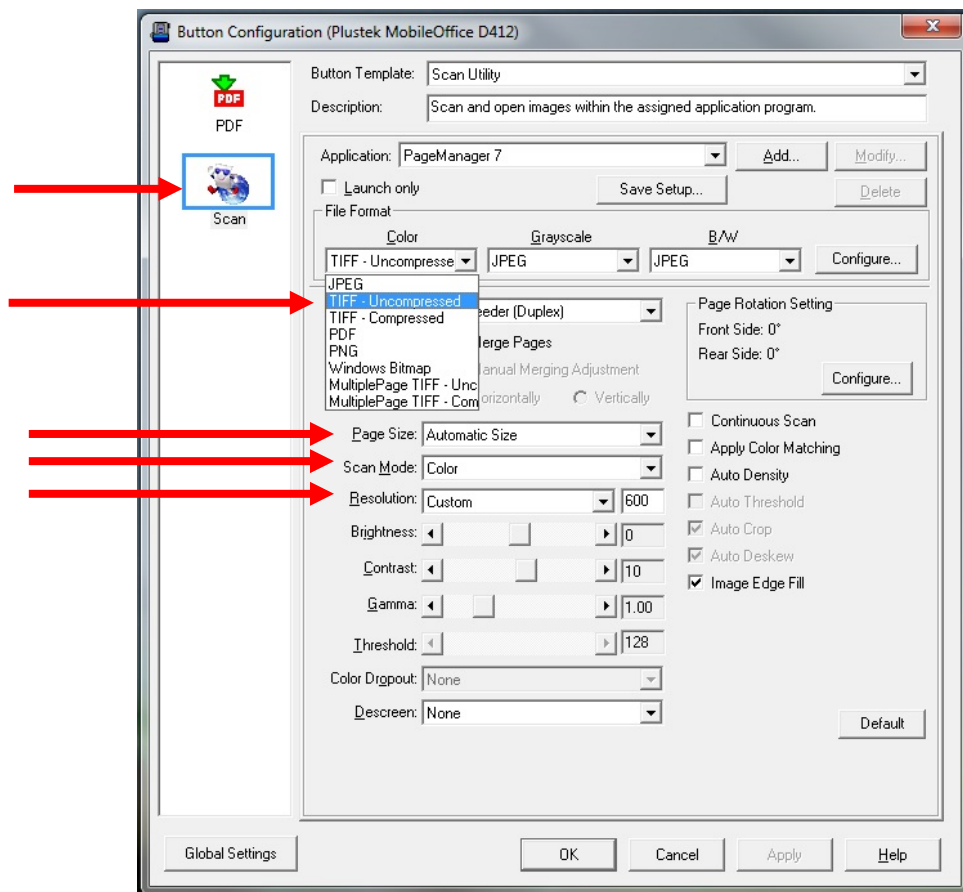
**Step 1: Scanner Set Up**

- Plug both plustek scanner USB cables into computer and set power switch to ON position.
- Open scanner software: DocAction Plustek Mobile Office D412
- Adjust the scanner settings as follows:
  - Select the Scan option on the left side of the window
  - Under Color select TIFF Uncompressed
  - Set Page Size to Automatic Size
  - Set Scan Mode to Color
  - Set Resolution to Custom and manually enter 600
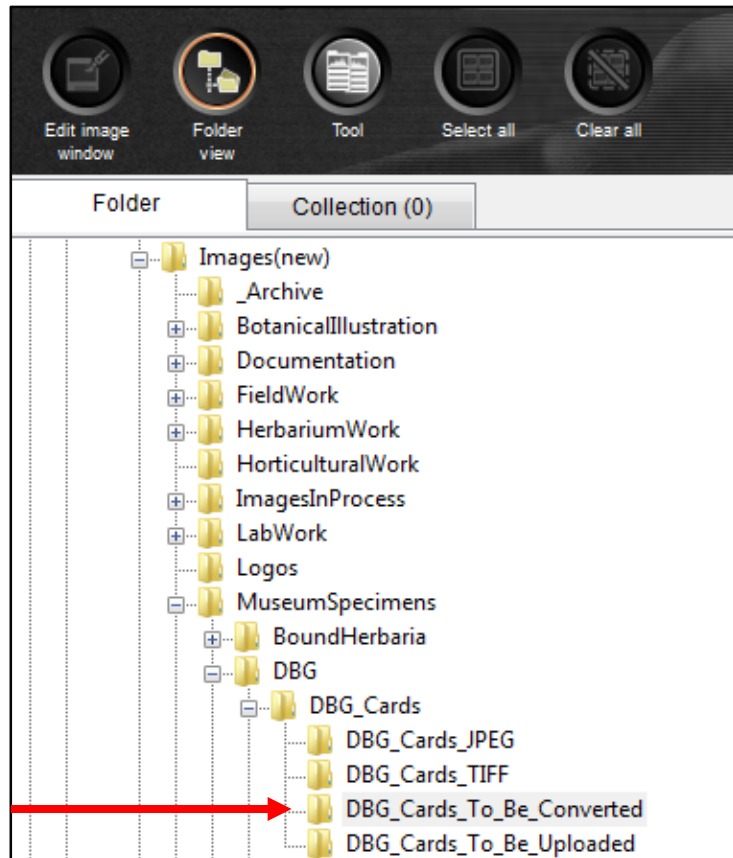  - Click Apply then OK

DocAction Plustek Mobile Office D412

**Step 2: Scanning Cards**

- Adjust the plastic tabs on the front of the scanner to be the appropriate distance apart for the size of the cards
- Open ScanDoc, a folder that is created upon installing scanner software
- Feed the card face-up, top edge first, into the scanner. It will automatically pull the card in a few centimeters
- Press the **Scan** button. The card will then automatically feed through the scanner. The scanner will scan both sides of the card at once
- Once the card has been fully scanned, two new TIFF image files will appear in the ScanDoc folder, with the front of the card being first and the back being second
- Rename the files as follows:
  - Front:  DBG-F-######_C1
  - Back:  DBG-F-######_C2
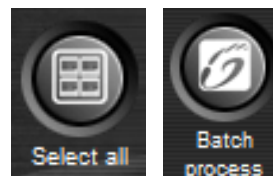- Move all renamed TIFF image files to DBG_Cards_To_Be_Converted
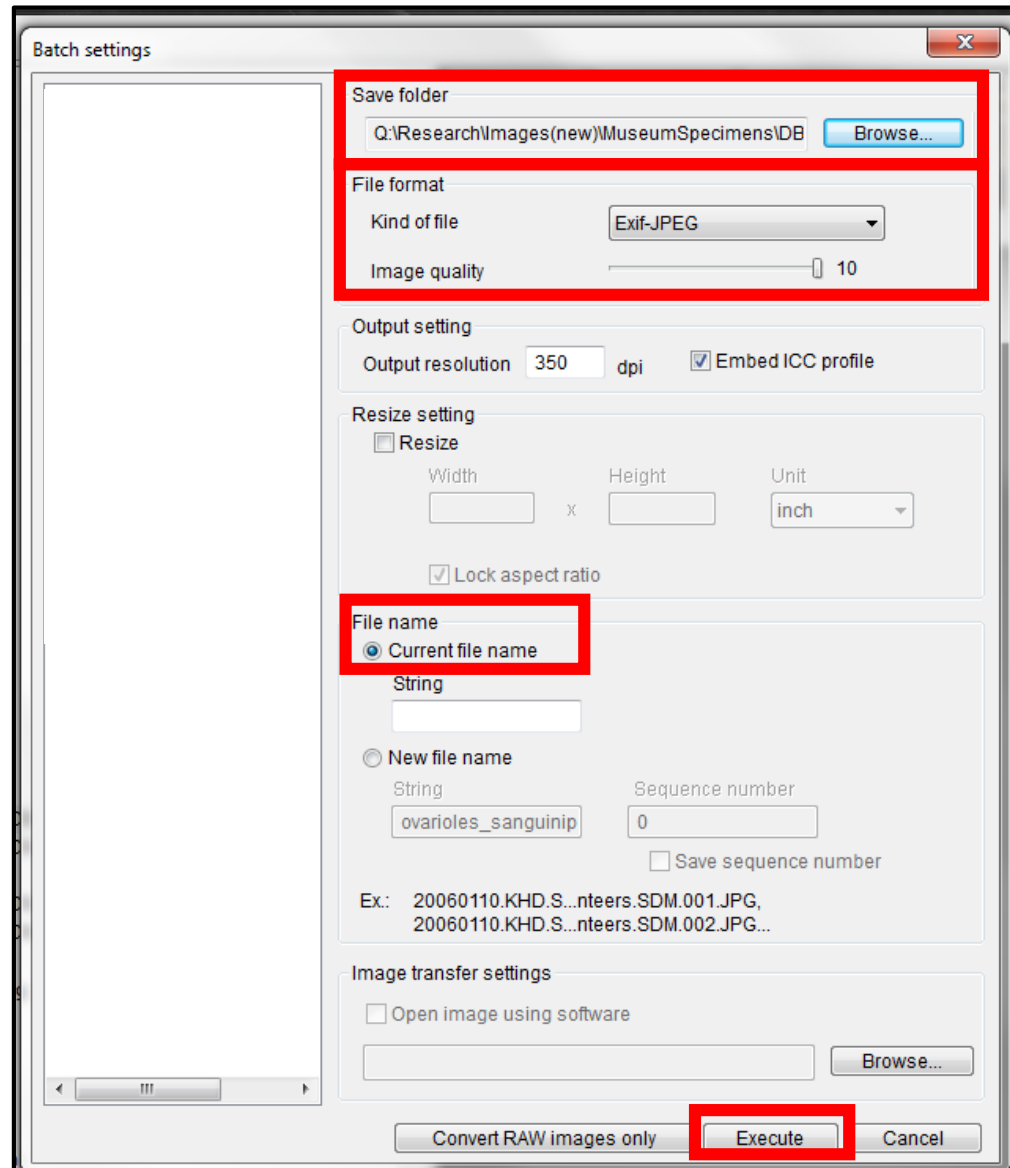

ScanDoc

**Step 3: Processing Card Image Files**

- Open Image Processing Software Program (Digital Photo Professional is used here)
- In the left window pane, in the folder tab, navigate to DBG_Cards_To_Be_Converted



- Once all of the thumbnails have loaded click on the **Select All** button and then click the **Batch Process** button.

- In the Batch Settings Window
  - Set the Save folder destination for the compressed JPEG images files to be
    - **Q:\Research\Images(new)\MuseumSpecimens\DBG\DBG_Cards\DBG_Cards _To_Be_Uploaded**
  - Set the Kind of file to **Exif-Jpeg**
  - Set the Image quality to **10**
  - Set the File name to **Current file name**
- Click Execute to process



- After all images have been converted, move all TIFF image files from DBG_Cards_To_Be_Converted to DBG_Cards_TIFF folder
- Notify Database Associate of new images files in DBG_Cards_To_Be_Uploaded folder